

**Summary Report for Individual Task  
805B-79T-5503  
Administer Soldier/Family Welfare Programs  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have assumed duties as part of a company/region leadership team and are expected to Administer Soldier/Family Welfare Programs. You have applicable resources, regulations, and command guidance available. You have access to previous Command Climate Surveys.

**Standard:** Administer Soldier/Family Welfare Programs by providing supervision and by publishing a command philosophy or other leadership guidance to the Soldiers of your unit. Coordinate for family readiness activities, provide information on available support resources, and conduct leader site visits to subordinate elements.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

Task Statements
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## **Performance Steps**

1. Receive Command Climate Survey.
  - a. Utilize recent survey (within one year). If unavailable, complete new survey.
  - b. Interpret survey results.
  - c. Develop action plans based on survey findings.
  - d. Conduct feedback sessions.
2. Conduct analysis of unit performance and unit personnel.
  - a. Review Continuity Binder/Leader Book.
  - b. Review periodic counseling/performance evaluations.
  - c. Identify Strengths (organizational/personnel).
  - d. Identify Weaknesses (organization/personnel).
  - e. Devise strategy to improve weak areas.
  - f. Request assistance /guidance from higher as necessary.
  - g. Implement improvement processes to increase strengths.
3. Provide Military Support Programs information to all Soldiers (below is a list of available programs):
  - a. Army One source - Provides a wide range of Army specific information on programs, benefits, and available Army community resources.
  - b. Army Family and Morale, Welfare and Recreation Programs (MWR).
  - c. Army Family Readiness Group (FRG).
  - d. Military One Source.
  - e. Sexual Harassment/Assault Response and Prevention (SHARP)
  - f. Joint Services Support (JSS) provides Service members, Veterans, and Family members with informational events and activities, referrals, and proactive outreach services throughout the phases of deployment or mobilization.
  - g. Equal Opportunity Program (EO).
  - h. Chaplain Services.
  - i. American Red Cross
  - j. Establish a cohesive Team environment.
4. Implement Resilience Training and Suicide Prevention Awareness.

- a. Conduct Resilience Training.
- b. Conduct Suicide Prevention Training.
- c. Provide Opportunity for Soldier Counseling.
- d. Publish Open Door Policy.
- e. Implement Comprehensive Soldier and Family Fitness (CSF2).
- f. Direct Soldiers to complete the Global Assessment Tool (GAT).

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job-training for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** This task may be evaluated by two methods;

- a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.
- b. Supervisor's Evaluation. Ensure that the soldier(s) have the material shown in the Condition Statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received Command Climate Survey.			
a. Utilized recent survey (within one year). If unavailable, completed a new survey.			
b. Interpreted survey results.			
c. Developed action plans based on survey findings.			
d. Conducted feedback sessions.			
2. Conducted analysis of unit performance and unit personnel.			
a. Reviewed Continuity Binder/Leader Book.			
b. Reviewed periodic counseling/performance evaluations.			
c. Identified Strengths (organizational/personnel).			
d. Identified Weaknesses (organization/personnel).			
e. Devised strategy to improve weak areas.			
f. Requested assistance/guidance from higher, as necessary.			
g. Implemented improvement processes to increase strengths.			
3. Provided Military Support Program information to all Soldiers.			
4. Implemented Resilience Training and Suicide Prevention Awareness.			
a. Conducted Resilience Training.			
b. Conducted Suicide Prevention Training.			
c. Provided Opportunity for Soldier Counseling.			
d. Published Open Door Policy.			
e. Established a cohesive Team environment.			
f. Implemented Comprehensive Soldier and Family Fitness (CSF2).			
g. Directed Soldiers to complete the Global Assessment Tool (GAT).			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 6-22	Army Leadership	Yes	No
	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	AR 5-1	TOTAL ARMY QUALITY MANAGEMENT	Yes	No
	ARMY FRG	The Army FRG Leader's Handbook	Yes	No
	CALL HANDBOOK 07-30	FAMILY READINESS GROUP HANDBOOK	Yes	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	No
	MISC PUB 608-12	HUMAN DIGNITY--THE PREVENTION OF SEXUAL HARASSMENT--LEADERS HANDBOOK	Yes	No
	MISC PUB 608-13	HUMAN DIGNITY--THE PREVENTION OF SEXUAL HARASSMENT--SOLDIERS HANDBOOK	Yes	No
	MISC PUB 608-14	SEXUAL ASSAULT-PREVENTION AND RESPONSE	Yes	No
	PAM 600-24	Health Promotion, Risk Reduction, and Suicide Prevention	Yes	No
1.	ADP 6-22	Army Leadership	Yes	No
1.	ADRP 6-22 (Change 1, 10 Sep 2012)	Army Leadership	Yes	No
1.	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	Yes
2.	AR 5-1	TOTAL ARMY QUALITY MANAGEMENT	Yes	No
3.	AR 165-1	Army Chaplain Corps Activities	Yes	No
4.	PAM 600-24	Health Promotion, Risk Reduction, and Suicide Prevention	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
USAR Company Commander First Sergeant	Any	LIC: YY
79T-ARNG Recruiting and Retention-SL5	Enlisted	MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4
STRUCTURED SELF DEVELOPMENT COURSE (SSD V) ICTL	Enlisted	MOS: 000, Skill Level: SL5, LIC: YY, SQI: O